

**FSCS Training Workshop
Annapolis Marriott Waterfront Hotel
Annapolis, MD
March 2-5, 1997**

March 17, 1997

All states and territories were represented except: California, Hawaii, Kansas, Maine, Missouri, Nevada, Washington D.C., Puerto Rico, and U.S. Virgin Islands.

A general orientation/training session was held on March 2 from 2-5 p.m. for new State Data Coordinators to introduce them to the general organization and operation of FSCS and to DECPLUS software. A Training Notebook of background and current information was prepared.

On March 3, Diana Ray Tope called the 10 FSCS Training Workshop to order.

FSCS Steering Committee by-law changes:

1. Fred Neighbors (AL) moved to accept the "housekeeping changes as proposed by the Steering Committee. John Barrett (NH) seconded the motion. They passed unanimously by voice vote.

2. Darla Cottrill (OH) moved to replace "the FSCS staff at the National Center for Education Statistics (NCES)" with "Two (2) members of the National Center for Education Statistics". Jan Blakely (OK) seconded the motion. It passed with one dissenting vote (Bob Fortenbaugh - NJ).

3. The Steering Committee moved to replace:
"The Steering Committee shall serve as a nominating committee to draw up a slate of nominees for each vacant elected position each year. There shall be at least two (2) nominees per vacant position. Elections shall take place at the annual meeting of the SDCs. The nominee receiving the plurality of votes for each vacant position shall be elected. New members elected or appointed each December shall begin their terms the following January 1." with:

"The Steering Committee (SC) shall serve as a nominating committee to draw up a slate of State Data Coordinator(SDC) nominees for elected positions on the SC that will become vacant due to the expiration of the term at the next annual meeting of the SDCs. Elections shall take place at the annual meeting of the SDCs. There shall be a minimum of two nominees per vacancy. The nominee(s) receiving the most votes shall fill the available vacancy(ies)."

The motion passed unanimously with a show of hands.

4. The Steering Committee moved to replace:

“Vacancies occurring before the end of a term will be filled at the next annual meeting of SDCs.”

with:

“If a vacancy should occur before the expiration of the stipulated term, the SC shall also nominate a minimum of two SDC's for that seat. The SDC elected to fill a vacancy that occurred prior to the expiration of the term shall serve only the remainder of that term. This selection does not prohibit the chair of the SC from appointing an interim member to the SC who would serve until the next annual meeting. Newly-elected members of the SC shall begin their terms immediately after the conclusion of the annual meeting.”

The motion passed unanimously on a voice vote.

Steering Committee candidates were introduced and made brief remarks:

To fill expired term (3-years)

*Dianne Carty (MA)

Robert Fortenbaugh (NJ)

To fill remaining 2 years of term left vacant by the resignation of Denise Davis:

*Lawrence Webster (FL)

Lynn Shurden (MS)

To fill remaining 1 year of term left vacant by the resignation of Liz Gibson:

Frank Nelson (ID)

*Diane Gunderson (MT)

* represents candidates elected.

Proposed new Data Elements were presented to the SDCs and sign-up sheets posted for endorsement. The following proposed Data Elements received 10 or more endorsements authorizing the Steering Committee to pursue further development for a later vote.

- Capital Expenditures (Attachment 2)
- Operating Expenditures and Employee Benefits Expenditure (Attachment 3)
- Web Page Address (Attachment 1)
- Type of Internet Provider (Attachment 1)
- Number of Computers in the Library (Attachment 1)
- Number of Hits - unique IP addresses (Attachment 1)
- Number of Computer uses (Attachment 1)
- Number of Users of Electronic Materials (Attachment 1)
- Geographic area served (vs. governance)

A report was made on the results of the ballot for the change in staff definition variables. Due to confusion regarding wording and short deadline for return of ballots, another vote will be taken later.

Miscellaneous:

- All SDCs were encouraged to join the LISTSERV. Address message to: majordomo@csn.net. Subscribe plrsnet; enter your e-mail address
- Address for Maryland's data: <http://sailor.lib.md.us>
- New vocabulary: Densification and Agility Training.

Comments from SDC Caucus Meeting:

- Outstanding Workshop programs
- Thanks to Keith Lance and Tom Sloan for speakers
- Unacceptable late receipt of 94 ed-tabs - 8-10 states late submitting data, and 3 extremely late, adjudication was in December, Simultaneous review at NCES would have helped.
- SDCs would like to see each states data collection form
- Suggestion of a FSCS Home Page with access to latest data collection forms for states
- Add State URL to directory
- SDCs would like to know what software is being used by each state (graphics, spreadsheet, etc.)
- SDCs felt it would be valuable for state library systems staff to attend workshops in addition to SDC.
- Suggest that FSCS hire someone who can say what (electronic data) it is possible to collect and what is not and that a Position paper be prepared that identifies what to gather, how to gather it, and the value of gathering it.
- Consider surveying the largest libraries to see what they are collecting/using.
- Suggested additional data items: length of time electronic resources being used, number of people trained to use the internet (one-on-one and group)

Evaluation of Workshop

+ 's

- PSA did an excellent job of arrangements
- New data coordinator participation
- Diana Tope's presiding
- Handout for overhead presentation
- Good/Best representation from the Pacific Territories

-'s

- PSA - Should know some were coming in early and not made them change hotels
- Presentations by overhead projectors- make screens light for better visibility
- Handouts in packet - be sure to number the handouts
- Presenters - provide handouts of all overheads

Suggestions for next year's workshop:

- Locations: Boston, New Orleans, Orlando
- Repeat afternoon workshops so that SDCs can attend more than one.
- Program to include sharing of ideas - "how to" for electronic data collection by those who are doing it and are experts
- Systems & Networking administrators - type of data that they can collect

Mentor Breakout Group #1 Report - Denise Davis

Began with a general explanation about what focus groups do historically and the protocol (agreement, definitions committee and voting).

Question 1 - 3. General Data collection and transfer of data to Census:

Rhode Island - terrible problems collecting data and with definitions.

Alaska - Equipment problems from their end. Web will be easier in Alaska.

Commonwealth - Macintosh libraries

Oregon - Macintosh libraries

Group reported that overall assistance to them had been very helpful. No additional areas of assistance needed were identified.

Question 4. Legal Basis Code/ geographical code:

Overall agreement. The territories expressed concern that they do not fall under anything but "other". Alaska and Oregon indicated that boundaries are often drawn by circulation when they run into multi-municipalities, boroughs, counties.

Question "a single school district" and "a single library district" is this geography or governance?

What about partial or shared jurisdictional service (partial municipalities)

Native American Tribal government

Unorganized boroughs (Alaska)

Suggestion to include the phrase "best describes"... Alaska may submit suggested wording.

Question 5: Proposed Changes

a. On-behalf of": If report expenditures will have to report income also.

Expenditures for electronic access needs to be explained and defined -
Include: wiring?, infrastructure? ongoing cost?

b. other

Internet access - make it clear in the definition that they are to report the "highest level of access". Most of the group further defined FSCS definitions to help local libraries.

There was a discussion of the number of SDCs who ask "how many people do site visits?"

Subscriptions: There is a need to still include journals, subscriptions somewhere since data item 46 is not subscriptions but the group could not come up with a definition that makes sense and would be worth counting so left data item 46 "number of library materials in electronic format."

Other suggestions: To include more examples in definitions. Technical Assistance grants to provide help to states that historically send data in late.

Mentor Breakout Group #2 Report - Gretchen Fairbanks and Diana Ray Tope

Question 1 - 3:

1. General Data collection and transfer of data to Census:

In general the group said that data collection and reporting went well. Two states reported experiencing problems in installing the software, one in the process of testing the software for NCES and the other in actual use, which was a contributing factor in their delay in submitting the data to NCES.

2. Questions arose among some of the newer SDCs regarding:

- a. data submission year vs. the year of the data
- b. the difficulty of timely reporting due to varying fiscal years (some ending in June and data due July 31.
- c. the difficulty of reporting by July 31 when software is not received until June.
- d. Tennessee requested information on the average time it takes an SDC to collect, process and report data. Others agreed this would be useful information.

3. FSCS Help: All were satisfied with help. Both Arkansas and Illinois particularly expressed appreciation for the quick, courteous response to requests for help.

Question 4. Legal basis/ Geographic

Illinois reported on number of township libraries.

A township is a different form of government- not city/towns/village and not represented in existing legal basis codes. This omission needs to be addressed.

Geographic Code: There is a need to expand the geographic codes to include services to partial geographic areas, to one or more counties and/or municipalities or a combination thereof.

Massachusetts reported clusters of small, independent libraries which serve a single municipality. Responsibility for servicing municipality divided among the cluster which results in each library serving only a portion of the municipality.

Iowa has a library which serves a single municipality and a portion of a county.

Question 5 Proposed Changes.

a. Operating Expenditures: "On behalf of"

Arkansas and Tennessee both collect. Documentation is required.

Massachusetts is in the process of collecting. It was suggested that the wording be changed to include the phrase: "Cash paid on behalf of..."

There was no general consensus by the group on collecting and three states voiced concerns about collecting this information.

b. Capital Outlay:

The group liked the detailed breakdown and being able to get more specific information regarding automation. The consensus is to go with the breakdown.

Alaska reported repeated questions from librarians about whether to report capital outlay in income.

6. New Data Elements:

a. Web address - suggestion that we ask for the library's home page address.

b. Internet Connection Provider: suggested we simply ask the library to identify the primary internet provider, not all that apply.

d & f. suggested counting what is counted on a computer.

Hits: can't really compute with the computer, need a second computer to monitor the hits.

The suggestion was made to look into alternatives such as time connected, number of "calls" that received a busy signal.

Final comment:

We seem to be mixing Internet Questions with other Electronic questions. There was a suggestion that we group Internet Questions.

Mentor Breakout Group #3 Report - Keith Lance

1. No problems
2. Go back to having an FSCS memo after each steering committee meeting. Address lack of communication from steering committee to data coordinators and/or use PLRS network to get out this information.
3. Librarian ballot issue: should have been more timely after last meeting.

Voting issue: What to do when a large percentage of states haven't voted by the deadline? Proposed to change policies to read "a majority of states/territories that submitted data in the last year."

Proposed: a reminder to be sent to non-voters several days before the deadline.

Proposed: vote by e-mail.

Lateness of Ed Tabs: Request simultaneous review or wait one more year to see if this year was exceptional due to reorganization, director changes, etc.

Post some preliminary tables/rankings when posting early releases of data.

Question 4. Legal Basis/ Geographic

The group doesn't see the problem as an issue for the governance definitions. These are clear and work. Don't change them. Refer the question back to GIS to see what the real problem is. It appears to be how to draw the boundaries of service areas. Data coordinators should probably provide this information to GIS for the special circumstances (multijurisdictional, multitype, multi-county, etc.)

Question 6. Electronic Measures

Suggestion:

- a. getting some systems people involved in the definitions. We need to analyze the burden of work placed on the libraries.
- b. Mechanism of fast response survey might be used here to get things started. Can we poll directors of libraries (over 500,000) to see what they are already collecting?

Mentor Breakout Group #4 Report - Sandi Long & Libby Law

Question 1-3. How did the data collection and transfer of data to the Census go this year?

- a. One comment (which many agreed with) was that: We get tired of receiving the same error messages year after year and giving the same explanation (they don't have a phone; they are not open 10 hours a week; etc.). Could Census include historic checks that would look to see if there was a phone number the previous year, or if they were open more hours, etc. If the historic check shows the same information as this year, then no error message would be given. This would reduce the number of error messages considerably.
- b. Can the software be written so that reports can be sent to a printer attached to LPT2?
- c. Someone requested that actual state populations be entered in DECPLUS and show up in the EdTabs report so that we can see unserved population.
- d. Legal Basis Code (7B) - Two states in Group 4 enter their data directly into DECPLUS, rather than importing. Both report that when they open their new year's file in DECPLUS, their legal basis codes have changed from what was entered the previous year. When they reported to Census, Census said that they must have entered them wrong the previous year, yet it keeps happening.

4. Discussion of Legal Basis Code vs. Geographical Code:

- a. We need to add Township to the legal basis code (7B).
- b. There seemed to be no major objection to adding geographic codes, but many felt the list was incomplete. They could not describe all their libraries with the codes listed in Mary Jo's memo. One that needs to be added is "two or more school districts." Libby suggested that SDC's send in a list of other categories that are needed.

Suggested definition provided by Pennsylvania:

Legal Basis Code-Multi-Government: Two or more units of local government authorized in a State's constitution and statutes and established to provide general government for a special concentration of population in a defined area. Each of the units of government share in the governance of the library; to be distinguished from a multi-jurisdictional entity joined together under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance.

5. Proposed Change in FSCS Data Elements"

a. "On behalf of" Operating Expenditures: The biggest concern was that if large amounts of money (such as foundation money) are reported (and brought to the attention of the local governing body) the money from the local governing body might (and probably would) be cut. Although the local officials may know that money is coming in from a foundation, or other source, the amount may not be known, nor is the fact prominently displayed as it would be if reported to us.

b. Capital Outlay breakout: All were generally in favor. However, some expressed the opinion that they would rather know how much was spent on construction, remodeling, renovation, and automation from all sources, than just detailing it as capital outlay. Some libraries (because of local definitions or capital and operation) include these items in Operating and some include them in Capital.

6. Electronic Data elements

a. Need to define what a computer is vs. dumb terminal wired to LAN.

b. May need to do some sample surveys to determine what can be answered at this time. General agreement that there is a need to know electronic services provided and use.

8. Other:

a. Suggestion to collect information about assistive devices such as TDD's

**FSCS Steering Committee Meeting
Minutes
March 5, 1997**

Attending: Diana Tope (Chair), Sandi Long (Vice Chair), Adrienne Chute, Dianne Carty, Denise Davis, Don Fork, Diane Gunderson, Mary Alice Hedge, Roz Korb, Elaine Kroe, Keith Lance, Libby Law, John Lorenz, Mary Jo Lynch, Kim Miller, Gerry Rowland, Tom Sloan, Ellen Thompson, Lawrence Webster.

John Lorenz on behalf of LSP announced that Gerry Rowland has agreed to serve on the Steering Committee as Technical Consultant and Chair of the Technical Subcommittee.

There was a general discussion of the problems related to the vote on changing data elements. Keith Lance proposed that the definition of majority in the policy be "majority of states and territories submitting data in the last collection cycle". There was general agreement by the group. Future ballots will include the State name. All ballots are to be mailed separately in the future and not included with other general information. States not responding 48 hours prior to the deadline will be contacted. Keith Lance will prepare a written proposal for the next Steering Committee Meeting.

Tom Sloan will contact Bart Kane (HI) regarding the status of their 1995 data submission.

Sub-committee assignments were reviewed. The final list will be prepared by Diana Tope.

There was a general discussion about holding future FSCS Steering Committee Meetings only in locations which are fully ADA accessible. Since One Washington Circle has limited access, Kim Miller is to contact Jeff Williams who in turn will contact PSA to see if the location for the next two meetings can be changed.

The 1997 Library Forum has been re-scheduled for September 15-16, 1997.

The Data Use Task Force meeting has been re-scheduled for June 11 (1 p.m.) - June 12 (adjourn at 12 noon), 1997.

The next FSCS Steering Committee Meetings are scheduled for:
June 9,10,11
September 8, 9, 10
December 8, 9, 10